

MARCORPROMMAN, VOL 2, ENLPROM

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 1: SELECTION BOARDS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	3100	3-3
COMPOSITION OF SELECTION BOARDS	3101	3-4
CORRESPONDENCE TO SELECTION BOARDS	3102	3-4
PREPARATION FOR SELECTION BOARDS	3103	3-5
PROCEDURES	3104	3-9
SELECTIONS	3105	3-10
APPROVAL OF SELECTION BOARD PROCEEDINGS	3106	3-10
COMMAND SCREENING OF SELECTED MARINES' RECORDS . . .	3107	3-11

SECTION 2: ELIGIBILITY REQUIREMENTS

GENERAL	3200	3-13
PRIOR SERVICE IN THE SAME OR HIGHER GRADE	3201	3-16
REQUESTS FOR TRANSFER TO THE FMCR OR RETIRED RESERVE	3202	3-17
MEMBERS OF THE MARINE BAND	3203	3-17

SECTION 3: PROFESSIONAL MILITARY EDUCATION

GENERAL	3300	3-18
-------------------	------	------

SECTION 4: ACCELERATED PROMOTIONS

GENERAL	3400	3-20
-------------------	------	------

SECTION 5: NONCOMPETITIVE CONSIDERATION

GENERAL	3500	3-21
PROMOTION OF MARINES IN A MISSING IN ACTION (MIA) OR PRISONER OF WAR (POW) STATUS	3501	3-21
WARRANT OFFICER SELECTS	3502	3-22
MARINE ENLISTED COMMISSIONING EDUCATION PROGRAM (MECEP)	3503	3-22

SECTION 6: REMEDIAL CONSIDERATION FOR PROMOTION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	3600	3-23
ENLISTED REMEDIAL SELECTION BOARD	3601	3-23
ELIGIBILITY	3602	3-23
GUIDANCE	3603	3-26
PROCEDURES	3604	3-26

FIGURES

3-1	SAMPLE LETTER FROM AN ELIGIBLE MARINE REQUESTING NOT TO BE SELECTED FOR PROMOTION .	3-8
3-2	SAMPLE LETTER OF INTENT TO ACCEPT ASSIGNMENT AS A FIRST SERGEANT	3-28
3-3	REGULAR AND RESERVE COMPONENT SNCO PRIOR SERVICE INFORMATION SHEET	3-29

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 1: SELECTION BOARDS

3100. GENERAL

1. The CMC will convene selection boards each calendar year to examine the qualifications of Marines in the grades of Sgt, SSgt, GySgt, MSgt and 1stSgt for the purpose of recommending those "best and fully qualified" for promotion to the next higher grade. The eligible Marine's entire military career is viewed and a determination of the "best and fully qualified" is based on the "whole Marine" concept. In the course of their evaluations, selection boards consider demonstrated performance/achievement, leadership, professional and technical knowledge, experience (type and level), growth potential, motivation, military proficiency, physical fitness, personal appearance, conduct, moral character, and maturity.

2. Records that provide a substantially accurate, complete and fair portrayal of the Marine's career are especially important when the Marine is being considered for selection to the next higher grade. With this in mind, the Marine must bear the individual responsibility for ensuring the accuracy of his or her Official Military Personnel File (OMPF) and the data contained in the MCTFS regarding service history. The Marine must actively pursue, and bring to the attention of the command, any discrepancies noted for corrective action prior to the convening of a regularly scheduled selection board before which the Marine is eligible for consideration. The command bears the responsibility for assisting the Marine in obtaining, reviewing and correcting discrepancies in the Marine's OMPF and/or the data contained in the MCTFS.

3. General Procedures. Selection boards will be provided with the number of allocations for each intended MOS for active duty Marines and Marines in the Active Reserve (AR) Program and in each OccFld for all other reserve component Marines. The selection board will also be provided with the records of Marines eligible to compete within each zone.

a. MARADMINs will be published prior to each selection board per the guidance listed in paragraph 3103.1.

b. The Official Military Personnel File (OMPF) maintained at Headquarters, U.S. Marine Corps, is the primary record used by the selection board. The OMPF includes closed-out service record books and/or a duplication of SRB pages from prior enlistments, copies of all correspondence pertaining to the Marine (to include favorable and unfavorable material which reflects on the Marine's moral character, integrity, or reliability), and fitness reports which provide a record of the Marine's performance of duty.

c. From a comparative review of the records of all Marines competing for promotion to the next higher grade in a particular MOS or OccFld, boards select those "best and fully qualified" for promotion. The selection boards will submit a report of the names of the Marines recommended for promotion to the CMC or his designated representative. Members of these boards are directed by precept and bound by oath to evaluate each Marine impartially and to not divulge the details of deliberations concerning individual Marines unless directed by the CMC.

d. Active duty Marines and Marines in the AR program will compete within the primary MOS assigned on the date the selection board convenes.

e. Reserve component Marines in the SMCR and IRR will compete in the OccFld to which assigned on the convening date of the selection board.

f. Eligible Marines in formal schools or in training/retraining assignments who are serving with a basic MOS will be considered for promotion in the MOS/OccFld for which they are training/retraining on the convening date of the selection board. Marines who have lateral move requests approved will also be considered in the MOS/OccFld for which the lateral move has been approved, provided they have been assigned a new basic MOS/OccFld (in MCTFS) on or before the convening date of the board.

g. Marines who have laterally moved and whose TIG and TIS place them in the above zone published in the selection board announcement MARADMIN (MCBul 1430), who have not previously been considered in the promotion zone, will be considered in the promotion zone.

3101. COMPOSITION OF SELECTION BOARDS

1. Marine Corps Bulletin 5420 provides guidance concerning the composition and schedule of regularly convened selection boards. The board membership will consist of both officers and senior SNCOs, and voting and non-voting members (recorders).

2. The board membership will be reviewed and approved by CMC (MM) prior to assignment.

3102. CORRESPONDENCE TO SELECTION BOARDS

1. Enlisted Marines are entitled to correspond directly with the President of the selection board considering their case for promotion.

2. Personal correspondence may include, but is not limited to, letters to the President, copies of award certificates, school completion certificates, MCI's, photographs, third party correspondence (letters of recommendation or explanation), etc.

3. All correspondence must be received by HQMC (MMPR-2) prior to the convening date of the selection board. Correspondence received after the convening date of the board (except photos and certificates showing completion of required PME) will not be forwarded to the board. All fitness reports provided to the board must be certified by MMSB-32.

4. Correspondence to SNCO selection boards will be addressed as follows:

President (Specific Board)
Headquarters, U.S. Marine Corps (MMPR-2)
Harry Lee Hall
17 LeJeune Road
Quantico, VA 22134-5104

5. All correspondence must be under cover letter, signed by the eligible Marine, listing all material being forwarded to the selection board as enclosures. The board will not consider correspondence not meeting these criteria. (Note: Correspondence sent to the President of a selection board will not be forwarded to the CMC (MMSB-20) for inclusion in the OMPF following the adjournment of the board. If it is intended that the material should ultimately be included in the OMPF, send a copy via separate correspondence to the CMC (MMSB-20) at the address listed in the paragraph below.)

6. Other individuals may also correspond with selection boards concerning an eligible Marine; however, this correspondence must be forwarded to the individual concerned for his or her approval/endorsement prior to submission to the board. Unsolicited letters (i.e., third party letters, copies of fitness reports, etc.) to selection boards will not be accepted unless endorsed by the Marine concerned. Correspondence not endorsed by the Marine will not be forwarded to the selection board.

7. Photographs. All Marines who are eligible for promotion consideration by a SNCO selection board must take and submit an official photograph during each year of eligibility to the CMC (MMPR-2), per the instructions in MCO P1070.12_.

8. Commanders must not send original fitness reports to selection boards. Original fitness reports, or the resubmission of missing fitness reports, should be mailed (with a cover letter stating that the "Marine is being considered by a scheduled selection board") to the following address:

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps (MMSB-32)
2008 Elliot Road
Quantico, VA 22134-5030

The Performance Evaluation Section will verify and process the fitness report and forward a copy to the appropriate selection board.

3103. PREPARATION FOR SELECTION BOARDS

1. The tentative zones and allocations will be published by MARADMIN (MCBul 1430 series). It is the responsibility of each commander to ensure that the information contained in the MARADMIN is disseminated and that the administrative instructions are complied with. Any changes to zones and allocations that occur while a selection board is in session will be published in the MARADMIN announcing the selection board results.

2. Tentative allocations and zone cutoffs for active duty and AR selection boards for Marines in the above, promotion and below zones for each MOS will be published by MARADMIN (MCBul 1430) approximately 60 days prior to the convening date of each active duty selection board. Changes to zones and allocations (if any) will be published approximately 30 days prior to the convening date of active duty or AR selection board.

3. The tentative allocations and zone cutoffs for reserve component Marines in the SMCR or IRR, being considered by the annual Reserve SNCO Selection Board, will be published approximately 90 days prior to the board. Changes to zones and allocations (if any) will be published approximately 45 days prior to the convening date of the selection board.

4. Seniority among Marines, both active component (USMC) and reserve component (USMCR), in the grades of Sgt through SgtMaj is determined by DOR. In cases where Marines have the same DOR, seniority is further established by AFADBD (USMC or USMCR (AR)) or PEBD (all other reserve components). Therefore, zone cutoffs for the SgtMaj/MGySgt, 1stSgt/MSgt, GySgt, and SSgt selection boards will be listed by the minimum (junior) eligible DOR and AFADBD required for the respective MOS (USMC and USMCR (AR)) and the minimum (junior eligible) DOR and PEBD required for the respective OccFld (all other reserve components). When an AFADBD or PEBD is specified, it pertains only to those Marines with the listed DOR. When no AFADBD or PEBD is specified, all Marines with the specified DOR are eligible (see example below). For active

duty boards, if more than one Marine has the junior DOR and same AFADBD, the PEBD will be used. Sample message format:

PMOS	ALLOCATION	ABOVE ZONE		PROMOTION ZONE		BELOW ZONE	
		JR DOR	AFADBD	JR DOR	AFADBD	JR DOR	AFADBD
0161	10	950401	890703	970401	890501	980101	910812
0369	50	950201	910415	950501	900815	950801	910108
3051	9	960101	880829	960401	890725	960502	NA
6174	11	960201	NA	970401	NA	980101	NA

EXAMPLE 1: Sgt Doe, PMOS 0161, DOR 950101, AFADBD 870703: Sgt Doe's DOR is prior to the JR DOR required, and he was considered but not selected the year prior. Therefore, he will be considered in the above zone. If Sgt Doe was never considered before, even though his DOR is prior to the JR DOR and AFADBD, he would be considered in the promotion zone.

EXAMPLE 2: Sgt Woods, PMOS 0331/IMOS 0369, DOR 950501, AFADBD 901215: Sgt Woods's DOR is equal to the JR DOR required to be considered IZ. Because of this, his AFADBD is considered; it is later than the JR AFADBD, therefore, he will be considered in the below zone.

EXAMPLE 3: Sgt Smith, PMOS 3051, DOR 960401, AFADBD 890701: Sgt Smith's DOR is the same as the JR DOR. Because his DOR is the same DOR as the JR DOR, his AFADBD must be before 890725 to be considered. Because his DOR is 890701, he is eligible for consideration in the promotion zone.

EXAMPLE 4: Sgt West, PMOS 6174, DOR 980601, AFADBD 900515: Sgt West's DOR is after the JR DOR listed for below zone eligibility. Although there is no AFADBD requirement, he does not meet the JR DOR for the below zone. Unless there are final zone changes that change the JR DOR in the below zone to 980601, he will not be considered.

ADDITIONAL EXAMPLES

PMOS	ALLOCATION	ABOVE ZONE		PROMOTION ZONE		BELOW ZONE	
		JR DOR	AFADBD	JR DOR	AFADBD	JR DOR	AFADBD
0369	95	940201	880815	950601	890520	951001	891231

NAME	DOR	AFADBD	ZONE IN WHICH MARINE WILL BE CONSIDERED
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EXAMPLE 1:

SSgt York 930301/880816 = Above Zone; because he was previously considered but not selected in the promotion zone.

EXAMPLE 2:

SSgt North 930301/881012 = Promotion Zone; SSgt Smith has made a lateral move into this MOS. Although his DOR is senior to the Above Zone DOR, he has never been considered for selection to GySgt before in any MOS.

EXAMPLE 3:

SSgt Knott 950531/890523 = Promotion Zone; although his AFADBD is junior to the AFADBD listed, his DOR is senior to the JR DOR, he is eligible for consideration in the promotion zone.

EXAMPLE 4:

SSgt Owens 950601/890519 = Promotion Zone; his DOR is the equal to the JR DOR cutoff. When the Marine's DOR equals the JR DOR, the AFADBD must be considered. The AFADBD is

senior to the AFADBD cutoff. Therefore, he is eligible for promotion zone consideration.

EXAMPLE 5:

SSgt East 950601/890601 = Below Zone; although the DOR is the same as the JR DOR cut off for the promotion zone, he fails to meet the second requirement. The AFADBD is Junior to the AFADBD requirement for the promotion zone, however the DOR is senior to the JR DOR for the below zone.

EXAMPLE 6:

SSgt Ward 951001/891229 = Below Zone; because his DOR is equal to the JR DOR for the Below Zone, the AFADBD must be considered. His AFADBD is senior to the AFADBD cutoff for the below zone.

EXAMPLE 7:

SSgt Jones 951001/900519 = Not Eligible for consideration. SSgt Jones's DOR is the same as the JR DOR cutoff; however, because his AFADBD is also considered when the DOR and JR DOR are the same, he is not eligible. His AFADBD is junior to the AFADBD cutoff listed for the below zone.

5. Marines are required to ensure that their DOR and AFADBD are correct in the MCTFS through required audits of their records. Commanders of eligible Marines who have an erroneous DOR, AFADBD (active duty and AR), or PEBD (SMCR, IRR) that would cause them to appear ineligible or cause them to be considered in the wrong zone will immediately notify CMC (MMPR-2) via message or naval correspondence to preclude erroneous consideration or nonconsideration of the Marine.

6. Promotion to SNCO grades in the Marine Corps is an honor with attendant responsibilities and expectations. Marines selected for promotion are expected to serve in the grade to which selected. Marines in the grades of gunnery sergeant and above, except those who have served satisfactorily as an officer, must serve 2 years in their current grade or to service limits, whichever occurs first, prior to transfer to the FMCR. Accordingly, prior to accepting an appointment to gunnery sergeant or above, Marines who have served at least 18 years but less than 30 years of active military service must agree to serve 2 years or to service limits, whichever occurs first, in the grade to which promoted. **Before delivering appointments to Marines in this category, commanders must ensure each Marine has sufficient obligated service to enable him or her to serve 2 years in the grade to which promoted.** If a Marine refuses to extend or reenlist to have sufficient obligated service, the commander should inform the CMC (MMPR-2) of the Marine's refusal. The CMC (MMPR-2) will remove the Marine's name from the appropriate selection list and the Marine will become ineligible for promotion consideration in the future.

7. Marines who are eligible for promotion consideration and anticipate separating or retiring may voluntarily submit a letter to the president of the selection board requesting that they not be selected by the board. This letter will be in the format shown in figure 3-1 and is required to be endorsed by the Marine's commander to certify required counseling has taken place. (Note: Marines selected by an active component selection board, who re-enlist in the reserve component may be promoted in the reserves, see paragraph 3103.9.)

From: GRADE, NAME, SSN/MOS, USMC
To: President, CY 2000 Gunnery Sergeant Selection Board
Via: Commanding Officer

Subj: REQUEST NOT TO BE SELECTED FOR PROMOTION TO (GRADE)

Ref: (a) MCO P1400.32C

1. I request not to be selected by the CY 2000 Gunnery Sergeant Selection Board.
2. The reason for this request is (STATE REASON).
3. I understand this letter is privileged correspondence between the selection board and myself. The selection board is not obligated to honor my request, and I may, in fact, be selected. I further understand the selection board is still required to consider me for selection and, if I am not selected for promotion, I will be considered as having failed of selection. If I am subsequently denied further service and discharged; I am not entitled to separation pay as a result of submitting this letter. Finally, I understand if I later decide to remain in the Marine Corps, I am not entitled to remedial promotion consideration for this specific selection board based on this request.
4. I have been counseled in accordance with the provisions of paragraph 3103.9 of reference (a) and voluntarily submit this letter.

(Signature)<---*Remember to sign the letter*

SAMPLE LETTER FROM AN ELIGIBLE MARINE REQUESTING NOT TO BE SELECTED FOR
PROMOTION

FIGURE 3-1

8. The Marine's submission of any correspondence to a selection board is entirely voluntary and no Marine will in any way be coerced into submitting correspondence to a selection board.

9. Commanders' Responsibilities. Upon receipt of the MARADMIN announcing the convening of a regularly scheduled SNCO selection board, commanders will counsel all eligible Marines regarding the following:

a. Obligated service requirements per paragraph 7004.5 of MCO P1900.16_.

b. Active component Marines selected for promotion but who separate from active duty prior to being promoted may carry their selection into the reserve component. The below criteria apply:

(1) The Marine must reenlist within 24 hours of separation into the Marine Corps Reserve (IRR, SMCR, AR), or have obligated service in the reserve component for a period of two years upon release from active duty.

(2) An administrative remarks entry (page 11) must be made by the Marine's active component command if the Marine is not considered qualified for promotion.

(3) Once the Marine's active component seniority number is reached, if otherwise qualified, his or her promotion will be effected.

c. All eligible Marines, even those who choose to voluntarily submit a letter requesting nonselection, will be considered by the selection board.

d. The selection board is not obligated to honor a Marine's request for nonselection and the board may select a Marine even though he or she has requested nonselection.

e. An eligible Marine in the above or promotion zone who submits a letter requesting nonselection, and who is not selected, will be considered to have failed of selection.

f. An eligible Marine who requests nonselection, and subsequently changes his or her mind after adjournment of the selection board, will not be entitled to remedial selection consideration.

g. All eligible Marines who request nonselection will not be eligible for separation pay.

3104. PROCEDURES

1. Upon convening, the board receives guidance from the CMC (precept) on policy and procedures to be followed while in session. Selection boards are obligated to select from the entire eligible population those Marines considered to be "best and fully qualified" to perform the duties and assume the responsibilities of the next higher grade. Selection boards are reminded that a selection from the below zone is, in essence, equivalent to a meritorious promotion and due care should be used in recommending these Marines for promotion to the next higher grade.

2. There is no requirement for those Marines who are selected to have completely unblemished records, or to have received fitness report markings above any stated level of satisfactory performance. The evaluation will be made based on the board's consideration of each Marine's qualification for selection as measured by the "best and fully qualified" concept.

3. The entire service record may not always be available for the board to determine whether an individual is qualified for promotion. If a Marine's record is not current, board recorders are authorized to obtain the missing information by contacting the Marine's current command. The board is charged with deciding, in each case, whether it has sufficient information from which to make a valid recommendation.

a. If a selection board determines that a Marine's case is incomplete, but sufficient information is available to make a valid recommendation, the Marine will be considered for selection. Marines in this situation are not entitled to remedial consideration based on the missing material which has been updated subsequent to the adjournment of the selection board (see paragraph 3602).

b. If the board determines that a valid recommendation cannot be made, the Marine will not be considered and the board will advise the CMC (MMPR-2) of the reason(s) for nonconsideration and the actions necessary to render the Marine's record suitable for consideration. CMC (MMPR-2) will notify the Marine's command on the selection MARADMIN of the Marine's nonconsideration. The command will contact CMC (MMPR-2) regarding reasons for nonconsideration. Once the discrepancies are resolved, and upon the Marine's request, the Marine will be entitled to remedial consideration by the Enlisted Remedial Selection Board (ERSB) per the provisions of section 3600 in this manual.

3105. SELECTIONS

1. There is no minimum or maximum number of selections that must come from the above and promotion zones, separately or combined.

2. The selection board may select a maximum of five percent of the selections from the below zone, based on the Marine's outstanding ability and career potential that completely justifies selection and advancement ahead of qualified Marines in the promotion zone. A selection from the below zone is based on the criterion that the Marine is so outstanding it would be against the best interests of the Marine Corps to not select the individual at this time.

3. If the selection board cannot find a sufficient number of qualified Marines to fill the allocation from the above zone and promotion zone, it may request that the Commandant permit an extension of the promotion zone, if a below zone exists. Any changes to the zone cutoffs that occurred while the board was in session will be published in the MARADMIN (MCBul 1430) which announces the list of Marines selected. Therefore, Marines in the below zone will take the same measures as those in the promotion zone to ensure their records are accurate and up-to-date prior to the convening of the selection board.

4. If the selection board cannot find sufficient numbers of qualified Marines to fill all available allocations in an MOS/OccFld, the board is not required to select to allocation (i.e., the MOS/OccFld will have a shortage of selections).

3106. APPROVAL OF SELECTION BOARD PROCEEDINGS

1. The selection board will submit a report of its proceedings, to include an alphabetical, by-name list (to include seniority numbers) of Marines recommended for promotion, an alphabetical, by-name list of Marines not

recommended for promotion, and an alphabetical list of Marines not considered for promotion to the CMC or his duly appointed representative for approval.

2. Seniority for promotion purposes among Marines selected to the grades of SgtMaj/MGySgt and 1stSgt/MSgt is established by combining the selectees within each pay grade and assigning seniority numbers based on the DOR/AFADBD (USMC/USMCR (AR)) or the DOR/PEBD (IRR/SMCR) in the current grade. Marines will be promoted as vacancies occur according to seniority. (Note: There are currently no provisions to promote Marines to the grades of 1stSgt or SgtMaj in the AR Program.)

3. Marines selected by a selection board who change status/component prior to being promoted maintain their seniority number and will be promoted in the new status/component, if otherwise qualified, once their seniority number is reached.

4. Once approved by CMC (MM), the selection list is published as a MARADMIN (MCBul 1430).

3107. COMMAND SCREENING OF SELECTED MARINES' RECORDS

1. In order to determine whether significant facts may have been missing from the Marine's OMPF when considered by the selection board, the commanding officer will promptly audit the SRB of the Marines on the select list, and will report within 10 days of receipt of the selection message to the CMC (MMPR-2) via message all instances where the Marine:

a. Was/is the subject of completed or pending disciplinary action by military or civilian authorities or other significant adverse action within the current grade (e.g., NJP, DWI/DUI, court-martial, civilian conviction, etc.). This is required regardless of whether the action occurred prior to the convening of the board, during the board, subsequent to the publication of the selection list, or while the Marine was a member of a previous command.

b. Is assigned to the weight control or personal appearance program.

c. Has been designated "no further service" for any of the reasons listed in paragraphs 1204.3cc through 1204.3gg.

2. The CMC (MMPR-2) is responsible for reviewing the OMPF, MBS and other available records to determine whether the information was contained in the OMPF at the time of the board's proceedings.

a. Where it is determined that the adverse information was considered by the board, the CMC (MMPR-2) will affirm the selection to the command via message.

b. Where the information was not considered, the CMC (MMPR-2) will request a full, detailed report of the circumstances; the commanding officer's recommendation for effecting, withholding, or deleting the promotion; endorsements from the chain of command which must also include a specific recommendation to the CMC; and the Marine's statement (see paragraph 5200). The Marine must be afforded the opportunity to review the recommendation and all information used by the commander to substantiate the recommendation, and must submit either a signed rebuttal statement or a signed statement that the recommendation has been reviewed and the Marine desires not to make a statement. The statement will conform to the example statement(s) illustrated in paragraph 5200.

c. Strict compliance with these procedures and notification within 10 days of receipt of the selection message are required. Failure to comply may result in overpayment to the Marine and create an unnecessary hardship. Final decision on the Marine's promotion status will be made by the CMC. The CMC may:

(1) Affirm the selection.

(2) Revoke the selection.

(3) Delay the promotion for a specified period (normally not to exceed 6 months).

2. Commanders will be guided by paragraph 1200.4 of this Manual in their review of the records of Marines selected for promotion. Commanders are solely responsible for ensuring that all significant adverse information which may have been omitted from a Marine's record or was not previously available for consideration by a SNCO selection board is reported to CMC (MMPR -2) while the board is in session and/or within ten days of receipt of the MARADMIN notifying the command of the Marine's selection via naval message.

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 2: ELIGIBILITY REQUIREMENTS

3200. GENERAL

1. Active Component SNCO Selection Boards

a. To be eligible for consideration, the Marine must:

(1) Meet the minimum eligibility requirements (i.e., TIG/TIS) and the eligibility requirements as listed on the MARADMIN (MCBul 1430) announcing the convening of the regularly scheduled selection board (i.e., JR DOR, AFADBD requirements).

(2) Be serving on active duty with the active component on the date the appropriate regular selection board convenes; throughout the session of the board; and on the date the board report is approved by CMC. Interruption of active service for periods of less than 24 hours for the purpose of reenlistment will not be considered as an interruption of service for selection board purposes.

b. Selection of Marines not satisfying these conditions will be considered erroneous. Such erroneous selections will be reported by the commander and subsequently deleted from the selection list.

2. Reserve Component Selection Boards

a. A single board will be conducted to examine three separate competitive categories, within the reserve component (SMCR, IRR and AR). Reserve Marines in each category will compete for selection only with Marines in the appropriate category (i.e., SMCR with SMCR, IRR with IRR, and AR with AR, except IRR and SMCR GySgts and 1stSgts compete together for selection to SMCR 1stSgt and SgtMaj, respectively).

b. AR Selection Boards

(1) Meet the minimum eligibility requirements (i.e., TIG/TIS) and the MOS eligibility requirements as listed on the MARADMIN (MCBul 1430) announcing the convening of the Reserve SNCO selection board (i.e., JR DOR, AFADBD requirements).

(2) Be serving on active duty with the AR Program on the date the appropriate selection board convenes. Interruption of service for periods of less than 24 hours for the purpose of reenlistment will not be considered as an interruption of service for selection board purposes.

c. SMCR Selection Boards

(1) Meet the minimum eligibility requirements (i.e., TIG/TIS) and the OccFld eligibility requirements as listed on the MARADMIN (MCBul 1430) announcing the convening of the Reserve SNCO selection board (i.e., JR DOR, PEBD requirements).

(2) Be an active participant in the SMCR.

(3) Be serving in the SMCR on the date the appropriate selection board convenes. Interruption of service for periods of less than 24 hours for the

purpose of reenlistment will not be considered as an interruption of service for selection board purposes.

d. IRR Selection Boards

(1) Meet the minimum eligibility requirements (i.e., TIG/TIS) and the OccFld eligibility requirements as listed on the MARADMIN (MCBul 1430) announcing the convening of the Reserve SNCO selection board (i.e., DOR, PEBD requirements).

(2) Be an active participant in the Individual Ready Marine Corps Reserve and have earned at least 27 Reserve Retirement Credit Points in the anniversary year completed prior to the convening of the selection board.

(3) Be serving in the IRR on the date the appropriate selection board convenes. Interruption of service for periods of less than 24 hours for the purpose of reenlistment will not be considered as an interruption of service for selection board purposes.

3. Commanders are required to notify CMC (MMPR-2) of any changes to an eligible Marine's category/component that occur within two months preceding the convening of the Reserve SNCO Selection Board and while the board is in session. Marines considered in the wrong component will be considered erroneously selected and deleted from the list of Marines selected with the following exceptions.

a. Reserve component Marines (AR, SMCR, IRR) who effect a category change to another reserve category during the selection board, will retain their selection and be promoted, if otherwise qualified, when their seniority number is reached.

b. Marines who effect a component change after the selection board is adjourned will retain their selection and will be promoted, if otherwise qualified, when their seniority number is reached (USMC or USMCR).

4. Additional Information Regarding Consideration of Marines in the SMCR and the IRR.

a. SMCR Marines ordered to active duty from the Reserve Component (IRR or SMCR) during time of war or national emergency will be considered in the SMCR. If directly or subsequently augmented to the regular component (USMC), they will then be considered by active component selection boards occurring after the effective date of augmentation.

b. Marines assigned to Individual Mobilization Augmentation (IMA) billets, serving on Extended Active Duty (EAD), Active Duty Special Work (ADSW) or in an AR Limited Tour billet will be considered for selection in the SMCR component.

c. Commanders of Marines serving in any of the above billets or categories will ensure the appropriate component codes are entered in the MCTFS. The component code should represent duty type (i.e., C4, B4) and the Reserve component code should represent the Marine's component (IRR, SMCR).

d. OccFld allocations for the IRR will be the higher of the following two calculations:

(1) Ten percent of the corresponding SMCR allocations, or

(2) The number allocations that were needed within the USMCR but were not allocated to the SMCR due to eligible population shortfalls within the SMCR.

5. SgtsMaj and 1stSgts are the principal enlisted advisors to their commanders. The primary and foremost requisite is outstanding leadership, combined with an exceptionally high degree of professional competence and the ability to act independently as the principal enlisted assistant to the commander in all administrative, technical, and tactical requirements of the organization.

6. MGySgts and MSgts are the technical experts in their fields. The primary prerequisite is outstanding proficiency in the assigned MOS/OccFld, combined with an exceptionally high degree of leadership and supervisory ability and the ability to act independently as enlisted assistants to the commander in all administrative, technical, and tactical requirements of their occupational specialty.

7. Selection boards are charged with selecting those Marines they consider "best and fully qualified" to hold each grade. Therefore, there will be no redesignation of those Marines selected for promotion to the grades of first sergeant or master sergeant from one grade to the other.

8. Consideration for promotion to First Sergeant

a. GySgts are eligible for consideration for selection to 1stSgt based on TIG/TIS. GySgts, regardless of MOS, who meet the minimum TIG and TIS requirements for consideration to 1stSgt at the time the annual Sergeant Major through Master Sergeant Selection Board or Reserve SNCO Selection Board, as appropriate, convenes, will be reviewed to determine if they have indicated a preference for 1stSgt. Those GySgts eligible for consideration for 1stSgt who have indicated a preference for 1stSgt (with an "F") on the most recent fitness report will compete for 1stSgt. Those GySgts eligible for consideration for 1stSgt who have indicated a preference for MSgt (with an "M") on their most recent fitness report will be considered as not selected for 1stSgt. (Note: Marines considered for 1stSgt, but not selected, are not considered as passed over for promotion.)

b. Reserve component Marines serving in the SMCR and IRR are eligible for consideration to 1stSgt based on TIG/TIS. Regardless of whether the eligible Marine has indicated a preference to 1stSgt (with an "F") on the most recent fitness report, to be "fully qualified" for selection to 1stSgt, the Marine must be PME qualified and submit a letter of intent to the president of the Reserve SNCO Selection Board stating his or her willingness to serve in specific 1stSgt billets, prior to the convening date of the selection board, in the format shown in figure 3-2. CMC (RAP) will announce first sergeant billet vacancies via MARADMIN prior to the convening date of the selection board. Eligible Marines who do not submit a letter of intent will be considered less than "fully qualified" for promotion and not selected.

c. To be considered competitive for selection to 1stSgt, a GySgt must generally:

(1) Exhibit a strong ability to read and interpret regulations, communicate verbally and in writing, and be able to research all matters affecting personnel.

(2) Have exhibited a consistent and exemplary standard of military appearance, physical fitness, and personal discipline.

(3) Have demonstrated the ability to function in an independent environment or have successfully completed a tour as a drill instructor, recruiter, Marine Security Guard, or in the Marine Corps Security Force.

d. To be fully qualified for selection to 1stSgt, GySgts must have completed, prior to the convening date of the selection board, the PME indicated in paragraph 3300.1d.

e. GySgts selected for 1stSgt will not be considered for MSgt.

f. Nonselection as a 1stSgt is not considered a failure of selection or a pass over.

g. GySgts who indicate a preference for 1stSgt, but are not selected, will be considered for MSgt (if they meet the published TIG and TIS requirements in their MOS/OccFld).

9. Consideration for promotion to Master Sergeant

a. GySgts who meet the TIG and TIS requirements for MSgt in their MOS/OccFld, and have not previously been selected for 1stSgt, will receive consideration for MSgt regardless of the preference indicated in their most recent fitness report.

b. GySgts must have completed, prior to the convening date of the selection board, the PME requirements listed in paragraph 3300.1c.

c. Failure of selection to MSgt from the promotion or above zones is considered a failure of selection or pass over.

3201. PRIOR SERVICE IN THE SAME OR HIGHER GRADE

1. Marines with satisfactory prior Marine Corps service in the same or higher grade will be considered in the below zone if their prior service reconstructed DOR meets or exceeds the below zone cutoff for their MOS/OccFld. Commanders of Marines who qualify for consideration by virtue of prior satisfactory service will ensure that the Marine understands that consideration will only be in the below zone. The Marine will not be considered in the promotion zone until the current DOR meets the promotion zone requirement. Requests for prior service consideration must be forwarded to the CMC (MMPR-2) in the format provided in figure 3-3.

2. Eligibility to receive consideration by reason of prior service in the same or higher grade is determined after receipt of the selection board convening announcement. If the Marine's currently assigned DOR and time in service meet the below zone cutoff requirements for the MOS/OccFld, the application of prior service credit is of no benefit.

3. A request for the application of prior service credit to the current DOR assigned upon reenlistment may be granted only until the Marine is promoted to the next higher grade after reenlistment. The following restrictions apply:

a. If the Marine receives the same grade and DOR held on last discharge from the Marine Corps/Marine Corps Reserve upon reenlistment, the Marine is not eligible for prior service credit.

b. The service performed in the current grade or higher grade(s) in the previous enlistment(s) (USMC or USMCR) was satisfactory. Unsatisfactory service will not be included; i.e., if a Marine serves two years as a Sgt and

is punitively reduced to Cpl, the service in the grade of Sgt is not considered satisfactory service.

4. If the Marine's currently assigned DOR does not meet either the below, promotion or above zone cutoff requirements for his or her MOS/OccFld, computation of a reconstructed DOR is conducted in the following manner:

a. Determine the total period of time during previous enlistments (USMC or USMCR) that the Marine served satisfactorily in the same grade, or higher grade, as that to which reappointed.

b. Subtract this sum from the date of reenlistment shown on the current enlistment contract to determine the reconstructed DOR.

c. Consideration for prior service in the same or higher grade may be granted when the resulting reconstructed DOR is at least equal to or senior to the DOR required for the Marine's MOS (USMC and AR Marines) or OccFld (IRR and SMCR Marines). See the example listed below.

Original DOR: 940401 as Sgt
 RelAcDu: 950612 USMC
 Discharged: 970813 USMCR
 Reenlisted: 980105 USMC

97 08 13	98 01 05
94 04 01	03 04 13
3 04 12	94 08 22 (reconstructed DOR)
+1 (inclusive dates)	
3 04 13 TIG (prior service)	

5. The reconstructed DOR is only used for determining promotion eligibility. It does not change the DOR assigned in the MCTFS at the time of the Marine's reenlistment.

6. Prior service in the same or higher grade is no longer applicable upon promotion to one grade above or reduction to at least one grade below, the grade to which appointed at the time of the reenlistment.

7. Since there are no provisions for determining eligibility for promotion consideration by reason of prior service in the same or higher grade in the MCTFS, a request must be submitted each year for such consideration if the Marine does not meet eligibility requirements by reason of the currently assigned DOR and TIS.

8. Requests received too late (after the date specified in the Marine Corps Bulletin announcing the selection board) will be filed without action and do not warrant remedial consideration for promotion.

3202. REQUESTS FOR TRANSFER TO THE FMCR OR RETIRED RESERVE. Marines who initiate requests for transfer to the FMCR or Retired Reserve (per paragraph 1203) are not eligible for consideration for promotion unless the provisions under paragraph 1203.9 are met.

3203. MEMBERS OF THE MARINE BAND. Based upon recommendations of the Director, Marine Band, promotion of enlisted members of the Marine Band (PMOS 9811) will be effected by the CMC (MMPR-2), per TIG/TIS requirements stipulated in paragraphs 1202.1, 3, and 4. Due to the unique nature of their duties, PME requirements are waived for members of the Marine Band.

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 3: PROFESSIONAL MILITARY EDUCATION

3300. GENERAL. Professional Military Education (PME) is an integral part of every Marine's professional military development. Our Corps leaders of tomorrow must be educated and prepared to accept the responsibilities of small unit leaders, as well as command and staff assignments, in joint or combined arms environments. To maintain a level of military excellence, SNCOs must focus on the importance of, and actively participate in, Professional Military Education.

1. Participation in and completion of PME appropriate for their grade enhances Marines' qualifications and competitiveness for promotion. Selection boards will consider Marines who have not completed the appropriate level PME for their grade prior to the convening date of the selection board to be less than fully qualified for selection for promotion. The following Professional Military Education Requirements apply:

a. Staff Sergeant. To be fully qualified for selection to Staff Sergeant, Sergeants must complete:

(1) The Marine Noncommissioned Officer (MCI Courses in the 03.3K or earlier series) (Note: MCI Courses in the 03.3 series issued subsequent to the discontinuation of the Marine Noncommissioned Officer course do not fulfill this requirement.), or

(2) The Noncommissioned Officer Basic Nonresident Program (MCI Program 7000), or

(3) The Sergeants Nonresident Program/Sergeants Distance Education Program (MCI Program 8000).

b. Gunnery Sergeant. To be fully qualified for selection to Gunnery Sergeant, Staff Sergeants must complete the SNCO Career Nonresident Program/SNCO Career Distance Education Program (MCI Program 7100).

c. Master Sergeant. To be fully qualified for selection to Master Sergeant, Gunnery Sergeants must complete:

(1) The SNCO Advanced Nonresident Program/SNCO Advanced Distance Education Program (MCI Program 7200); and

(2) The Warfighting Skills Program (MCI Program 7400).

d. First Sergeant. To be fully qualified for selection to First Sergeant, Gunnery Sergeants must complete:

(1) Either the SNCO Career Nonresident Program/SNCO Career Distance Education Program (MCI Program 7100); or The SNCO Resident Course; and

(2) The SNCO Advanced Nonresident Program/SNCO Advanced Distance Education Program (MCI Program 7200); and

(3) The Warfighting Skills Program (MCI Program 7400); and

(4) The Staff Noncommissioned Officer Advanced Resident Course.

2. Successful completion of Drill Instructor, Recruiter or Marine Security Guard school in the grades of corporal through gunnery sergeant can replace the requirement to complete resident PME courses, including the SNCO Advanced Resident course, provided the Marine has also completed the appropriate nonresident program.

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 4: ACCELERATED PROMOTIONS

3400. GENERAL

1. The accelerated promotion program is designed to provide selection opportunity to Sgts and SSgts who do not meet the DOR or AFADBD (USMC and AR) or PEBD (IRR/SMCR) cutoff required for consideration in the below zone. Marines recommended for accelerated promotion will be considered in the below zone with the Marines in their MOS/OccFld who met the established TIG and TIS cutoff for promotion consideration. Accelerated promotion is a form of meritorious promotion and is established to advance deserving Marines based on exceptional, noteworthy, and commendatory performance of duty over a sustained period. The performance should be of the degree which clearly merits promotion over other qualified, senior Marines being considered in the promotion zone and above zone by the selection board.

a. Only those Marines whose DOR does not make them eligible for consideration by the selection board in their MOS/OccFld as announced in the Marine Corps bulletin are eligible for this program. Reporting officials must submit their recommendations per the instructions contained in MCO P1610.7 during the annual reporting period for the respective grade. Recommendations for accelerated promotion of Sgts and SSgts will be considered by the next appropriate annual selection board in the below zone.

b. The selection board will consider Marines recommended for accelerated promotion on fitness reports with ending dates any time since the convening date of the last annual selection board and the current selection board's convening date.

c. No remedial action will be taken on requests when commands fail to comply with the instructions in MCO P1610.7 and the convening MARADMINS.

2. Marines will be considered for accelerated promotion solely on the basis of fitness report input. This recommendation will be strictly reserved for the Marine who is "the one above," and who is eminently capable of immediately assuming the responsibilities of the next senior grade. Rationale for such a recommendation will be fully justified and must strictly adhere to the procedures as outlined in the current edition of MCO P1610.7.

3. Marines who are considered and not selected for accelerated promotion will not be presented to a subsequent selection board for accelerated promotion consideration unless again recommended under this program by their present commanders, or until TIG/TIS requirements are met.

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 5: NONCOMPETITIVE CONSIDERATION

3500. GENERAL. Marines in the categories listed in paragraphs 3501, 3502, and 3503 are eligible for noncompetitive consideration by SNCO selection boards. The records of Marines eligible for noncompetitive consideration will be reviewed by the appropriate selection board for promotion. These Marines may be selected for promotion provided there is no adverse material or information which would preclude promotion per paragraph 1203 and, in the absence of reason to doubt the professionalism and moral character of these Marines, they will be noncompetitively selected for promotion. In this light, noncompetitive consideration only means that these Marines will not compete for the available allocations. Noncompetitive consideration is not a guarantee of selection.

1. Marines in the grades of sergeant through master sergeant eligible for noncompetitive promotion consideration will receive consideration along with their contemporaries eligible for competitive consideration for the appropriate selection board convened per paragraph 3100.

2. Marines whose DOR and AFADBD, if applicable, (active duty and AR Marines) or DOR and PEBD, if applicable, (SMCR and IRR) qualify them for consideration in the above or promotion zones, will be selected if the selection board considers them otherwise qualified for promotion. Marines whose DOR and AFADBD (active duty and AR) or DOR and PEBD (SMCR and IRR) qualify them for consideration in the below zone, may be selected for promotion only if they are of equal or greater seniority to the junior Marine selected competitively.

3. Marines will be considered noncompetitively based upon the Primary military occupational specialty held at the time the appropriate SNCO selection board is convened.

4. PME requirements are waived for Marines who are considered for noncompetitive selection.

5. Marines who are considered and noncompetitively selected for promotion do not count against the allocations established for Marines in the competitive category.

6. Marines considered noncompetitively in the above zone or promotion zone and who are not selected for promotion are considered to have failed selection or to have been passed over.

7. Marines noncompetitively selected and promoted per paragraphs 3502 and 3503, and who are ultimately not appointed or commissioned, will be administratively reduced. Marines administratively reduced under the authority of this paragraph are entitled to remedial consideration.

8. Gunnery sergeants will be noncompetitively considered for selection for promotion to the grade of master sergeant only.

3501. PROMOTION OF MARINES IN A MISSING IN ACTION (MIA) OR PRISONER OF WAR (POW) STATUS. Marines in an MIA or POW status are eligible for noncompetitive promotion consideration to each grade, if otherwise qualified by TIG/TIS, as long as they remain in this status. Promotions effected under this paragraph

are valid for all purposes, including pay and allowances, even if it is determined at a later date that the Marine died before the date of promotion.

3502. WARRANT OFFICER SELECTS. Marines selected for appointment to warrant officer who have not yet been appointed, and whose enlisted grade is master sergeant or below, will receive noncompetitive consideration for promotion. Noncompetitive consideration will be afforded by the regularly convened SNCO selection board convened to consider Marines of the same enlisted grade.

1. The names of warrant officer selects recommended for advancement to the next higher enlisted grade will be placed in proper order of seniority among the enlisted Marines recommended for advancement by the same SNCO selection board. Relative seniority in the enlisted grade will be determined per the instructions contained in paragraph 1102. If the Marine's seniority number is reached and the Marine has not yet been appointed to warrant officer, the Marine's promotion to the next higher enlisted grade will be effected.

2. A warrant officer select who has been selected for promotion by a SNCO selection board, who then refuses appointment as a warrant officer prior to the enlisted advancement occurring, will be considered to have been erroneously selected in the noncompetitive category and they will be administratively deleted from the list of those selected. These Marines may then request remedial selection consideration in the competitive category.

3. If both an enlisted advancement to the next higher grade and appointment to warrant officer fall on the same date, the appointment to warrant officer will take precedence and the enlisted advancement will not occur.

4. If a warrant officer select is appointed to warrant officer prior to advancement to the next higher enlisted grade, the enlisted selection will not be effected.

3503. MARINE ENLISTED COMMISSIONING EDUCATION PROGRAM (MECEP). Sergeants and above enrolled in the MECEP, who otherwise meet the established eligibility requirements (DOR and AFADBD or PEBD [if applicable]) for their respective military occupational specialty or occupational field, will be noncompetitively considered for selection for promotion to the next higher grade by the SNCO selection board considering Marines of the same grade.

1. The names of Marines participating in the MECEP Program recommended for advancement to the next higher enlisted grade will be placed in proper order of seniority among the enlisted Marines recommended for advancement by the same enlisted selection board. Relative seniority in grade will be determined per the instructions contained in paragraph 1102. If the Marine's seniority number is reached and the Marine has not yet been commissioned, the Marine's promotion to the next higher enlisted grade will be effected. Marines participating in the MECEP will receive the same type of appointment issued to other Marines selected by the SNCO selection board.

2. A Marine participating in the MECEP who is non-competitively selected for promotion by a SNCO selection board, and who is subsequently disenrolled from the MECEP or is not tendered an appointment as a commissioned officer prior to the date the enlisted advancement should occur, will be considered to have been erroneously selected in the noncompetitive category. The erroneous selection will be administratively deleted. These Marines may then request remedial promotion consideration in the competitive category for which they would have been eligible.

CHAPTER 3

STAFF NONCOMMISSIONED OFFICER PROMOTIONS

SECTION 6: REMEDIAL CONSIDERATION FOR PROMOTION

3600. GENERAL. Marines are not penalized if not considered by a regularly convened selection board when eligible. They are remedially considered and, if recommended, assigned the DOR and effective date along with their contemporaries and, if due, receive pay and allowances from the effective date of promotion. However, the Marine Corps is not authorized to backdate promotions for the purpose of increasing pay and allowances beyond 13 months prior to the date the results the Enlisted Remedial Selection Board (ERSB) are approved. The remedially selected Marine must petition the Board for Correction of Naval Records (BCNR) for correction of the effective date and payment of back pay and allowances per the provisions of 10 U.S.C. 1552.

3601. ENLISTED REMEDIAL SELECTION BOARD

1. The Enlisted Remedial Selection Board (ERSB) is charged with the review of all Marine enlisted records referred to it for the purpose of making recommendations concerning remedial promotion to SNCO grades (USMC and USMCR).

2. The CMC stipulates that the same criteria and selection procedures that regularly scheduled selection boards are instructed to follow are followed by the ERSB in their deliberations. However, where regularly scheduled selection boards are tasked with selecting the "best and fully qualified" Marines; remedial boards are tasked with selecting "fully qualified" Marines, as allocation restrictions are not applicable. The ERSB is guided by the ERSB precept and the precepts used during the regularly convened selection board for which remedial consideration has been granted. Additionally, the ERSB is prohibited from considering material (i.e., fitness reports, commendatory/adverse material) regarding events occurring after the regularly convened selection board for which remedial promotion consideration has been granted.

3602. ELIGIBILITY

1. Remedial consideration for promotion is granted on a case-by-case basis, with consistency and fairness in mind. The decision to forward a request for remedial consideration to the ERSB will be made based upon the merits of the individual request and the timeliness of submission. Only those cases determined to fall within the spirit and intent of the CMC's policies as outlined in this chapter will be forwarded to the ERSB for adjudication. Additionally, only cases of Marines who were, or should have been, in the above zone or the promotion zone of a regularly scheduled promotion board will be referred to an ERSB. Below are examples which may warrant remedial consideration:

a. The eligible Marine's record is not considered by a regularly scheduled SNCO selection board (paragraph 3104.3).

b. The Marine should have been eligible for consideration but was erroneously omitted/deleted from list of eligible Marines.

c. The Marine is denied promotion opportunity as a result of action required by paragraph 1203 and is subsequently acquitted or absolved of all responsibility.

- d. The Marine is erroneously considered in the wrong zone or PMOS/OccFld.
- e. The Marine is denied promotion consideration as a result of omitted or incorrect eligibility criteria (i.e., DOR, AFADBD, PEBD).
- f. The Marine would have been eligible for promotion consideration but was temporarily retired (i.e., TDRL) and has since returned to active duty.
- g. The Marine has a court-martial conviction, NJP, or civil conviction set aside or overturned.
- h. The Marine has had fitness reports or other material in his/her official record removed or corrected by the Performance Evaluation Review Board (PERB) or the BCNR.

(1) The removed or corrected material must have been adverse. The decision to remove or correct the material must have been based on the fact that its inclusion in the Marine's record constituted a clear injustice. (Note: Marines in this situation must ensure all actions of the PERB or BCNR are complete prior to submitting their request for remedial promotion consideration (i.e., removal of adverse material from the official record)).

(2) Marines must understand that remedial promotion consideration is not automatic and a separate request must be submitted to the CMC (MMPR-2) after completion of the PERB or BCNR action in order to receive remedial promotion consideration. Marines who have adverse material removed from their records by PERB or BCNR whose EAS will carry them beyond the scheduled adjournment date of the next regularly scheduled selection board for the grade to which they qualify for remedial consideration will be placed before that board in the appropriate zone for remedial consideration by the regularly scheduled board. Their cases will not be referred to the ERSB. If they are selected by the regular board, their DOR will be adjusted to place them with their peers who were selected by the board for which they qualified for remedial consideration. The ERSB will consider the cases of Marines whose EAS occurs before the scheduled adjournment date of the next regularly scheduled selection board.

i. The Marine completed all appropriate PME requirements (section 3300 of this Manual) prior to the convening date of the selection board, however, the board did not find the Marine's PME complete during the board proceedings.

2. The examples listed above reflect the types of cases most commonly referred by the CMC (MMPR-2) to the ERSB for consideration. They are not all-inclusive, and not all such cases will be forwarded to the ERSB.

3. Due diligence requires that a Marine identify errors, discrepancies or an injustice in his or her record in a timely manner and initiate appropriate corrective action. Accordingly, a Marine's request for remedial consideration must detail the steps taken to ensure the completeness and accuracy of his or her official records prior to the convening of the selection board which considered but did not select the Marine. If the error is discovered and corrected following the adjournment of the board, the Marine must address the reason(s) why the error was not discovered and corrected prior to the convening date of the board. The burden of proof in this regard lies jointly with the Marine and the command, and is a factor in the decision process to grant or deny remedial consideration.

4. The CMC (MMPR-2) will make the final determination of eligibility for remedial selection consideration. Due diligence requires that requests for corrective action and remedial promotion consideration be initiated within one

year from the date of the notification of nonselection. The date of the notification of nonselection is considered to be the date the MARADMIN announcing the Marines selected for promotion by the regularly scheduled selection board is published. Requests made after this period of time normally will be disapproved. The CMC (MMPR-2) may, in the interests of fairness and only under unusual circumstances, forward cases to the ERSB that fall outside the one-year limit.

5. In view of the above, the following examples will not normally constitute a basis for granting remedial consideration for promotion:

a. Material removed from a Marine's record that could not have been seen by a regularly scheduled selection board (i.e., a fitness report removed from the Marine's record that was submitted after the adjournment of the board).

b. The Marine's request is based solely upon dissatisfaction with the results of the selection board (i.e., nonselection).

c. When the Marine's request is based upon material contained in his or her record which he or she believes is unjust and this material has not been removed by the PERB or BCNR.

d. The Marine submitted a nonselection request to the selection board and then changed his mind.

e. When a Marine's request is based upon a recent lateral move, change of MOS/OccFld, or periods of time assigned to billets outside his or her MOS/OccFld, and he or she believes nonselection was based upon a lack of MOS/Occfld credibility.

f. Missing or late submission of fitness reports.

g. Date gaps on the Marine's Master Brief Sheet (MBS) due to missing fitness reports.

h. Errors on the Marine's Master Brief Sheet.

i. Missing/incorrect information in the OMPF (e.g., awards, certificates, course completions [except required PME]).

j. Inaccurate information contained in MCTFS (e.g., erroneous/incorrect PFT, rifle/pistol score).

k. Absence of personal correspondence sent to selection board (e.g., photo, letters of recommendation, fitness reports, reserve qualification summary).

l. When a Marine fails to demonstrate due diligence in correcting errors, injustices in the record, or in the submission of a request for remedial promotion consideration.

m. Marines requesting below zone consideration.

6. In approved remedial cases, Marines will be granted remedial consideration only for the first board affected by the error or injustice.

7. Requests for additional remedial consideration under previous versions of this Manual will not be approved unless additional corrective action has been made in a Marine's record.

8. Marines who have been discharged, transferred to the Fleet Marine Corps Reserve, transferred to the Retired List, or retired reserve Marines awaiting payment of retired pay, are not eligible for consideration by the ERSB, but may petition the BCNR for relief concerning their case.

3603. GUIDANCE

1. Marines who were considered or have been determined to be eligible for consideration by a regularly convened SNCO selection board who are granted remedial promotion consideration for that board, will be considered in the military occupational specialty, component and category, if applicable, in which they were serving on the convening date of the selection board for which remedial consideration has been granted. This criterion applies even if the Marine has executed a lateral move to another military occupational specialty or has executed a component or category change. If selected by the ERSB, the Marine's promotion will be effected in the military occupational specialty, component or category, if applicable, that he or she is serving in at the time of remedial promotion consideration. Examples below:

a. A Marine is serving in MOS 0369 on the convening date of the Gunnery Sergeant Selection Board. The Marine notes a discrepancy in the AFADBD that placed him in the wrong zone for consideration. His request for remedial selection consideration is approved. In the period between the adjournment of the selection board and approval of the request, the Marine has effected a lateral move to military occupational specialty 0231. He will still receive remedial consideration in military occupational specialty 0369, the military occupational specialty he was serving in on the convening date of the regularly scheduled SNCO selection board.

b. An active duty Marine discovers a discrepancy in his record after being considered by a regularly scheduled SNCO selection board. The Marine is granted remedial promotion consideration. In the interim, the Marine is released from active duty and transferred to the IRR. He will receive remedial promotion consideration with his contemporaries who were on active duty at the time of the regularly scheduled SNCO selection board. If selected, the promotion will be effected in the IRR.

2. Marines will normally be granted remedial promotion consideration for all selection boards affected by the error or injustice, beginning with the first board following the error or injustice, except where the provisions of paragraph 3602.4 or other restrictions apply.

3604. PROCEDURES

1. Marines who believe they are eligible for remedial selection consideration under the provisions of this chapter must send a detailed request, by naval letter or Administrative Action Request Form (AA Form), via chain of command to the below address:

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps (MMPR-2)
Harry Lee Hall
17 Lejeune Road
Quantico, VA 22134-5104

a. The following documents should be included as enclosures:

(1) All documents to support the Marine's remedial selection consideration request.

(2) Current promotion photo (per provisions of paragraph 3102 of this Manual).

(3) Other personal correspondence per provisions of paragraph 3102 (i.e., third party letters, certificates).

2. If it is determined that the Marine's case warrants remedial selection consideration, the case will be prepared and presented to the ERSB for remedial selection consideration by the CMC (MMPR-2). Depending upon the number of requests for remedial selection consideration, adjudication may take up to 3 months.

3. The Marine or the command will be notified via naval letter or message of the decision in each case.

4. If the Marine is not selected by the ERSB, a naval letter will be forwarded via the Marine's chain of command notifying the Marine of the ERSB's decision on all selection boards before which the Marine was considered. Due to the confidentiality of selection board proceedings, the notification will **not** state any reason for nonselection. Marines considered and not selected by the ERSB are encouraged to contact the CMC (MMEA-6) for counseling concerning their official military records.

5. When a Marine is selected for remedial promotion, a naval message will be forwarded to the command. The CMC (MMPR-2) will effect the promotion with a DOR and effective date of the first day of the month in which the Marine's seniority number is reached, unless the provisions of paragraph 3600 apply. In cases where the provisions of paragraph 3600 apply, the effective date will be the date the result of the ERSB is approved. In instances where the Marine's seniority number has not yet been reached, his or her name will be added to the list of those selected and he or she will be promoted based upon seniority among those selected by the regularly convened SNCO selection board.

6. Where Marines are approved for remedial selection by the ERSB, and only the DOR is adjusted (i.e., they are already serving in the grade to which they were selected), no promotion warrant will be prepared.

MARCORPROMMAN, VOL 2, ENLPROM

SAMPLE LETTER OF INTENT TO ACCEPT ASSIGNMENT AS A FIRST SERGEANT

From: Grade, Name, SSN/MOS (eligible Marine)
To: President of the CY ____ Reserve SNCO Selection Board

Subj: INTENT TO ACCEPT ASSIGNMENT AS A FIRST SERGEANT

Ref: (a) MCO P1400.32C
(b) *Document announcing 1stSgt Billet Vacancies*

1. Per the references, I request to be considered for selection to First Sergeant.

2. I am willing to accept any of the billet assignments indicated below:

COMMAND

LOCATION

MARINE'S SIGNATURE

MARCORPROMMAN, VOL 2, ENLPROM

REGULAR AND RESERVE COMPONENT SNCO PRIOR SERVICE INFORMATION SHEET

DATE _____

1. NAME _____
2. SSN _____ PRESENT PRIMARY MOS/OCCFLD _____
3. PRESENT GRADE _____ PRESENT DOR _____
4. ORIGINAL DOR AS (APPROPRIATE GRADE PREVIOUSLY HELD) _____
5. AUTHORITY FOR PRESENT DOR _____
6. PEBD _____ AFADBD _____
7. RELEASED FROM ACTIVE DUTY/DISCHARGE DATE _____
8. REENLISTMENT DATE _____
9. UNIT ADDRESS _____

-
10. UNIT DSN AND COMMERCIAL PHONE NUMBER _____
 11. OFFICIAL PHOTOGRAPH SUBMITTED ON (DATE)* _____

*The height/weight/general appearance will be annotated by commander's certification, if the request is submitted by message.